National Institute of Construction Skills

Child Safe Recruitment, Induction and Training Policy

Purpose

The aim of this policy is to ensure that all NICS (National Institute of Construction skills) staff responsible for recruitment, induction and training of staff, volunteers, board members etc that represent NICS uphold our child safe recruitment, induction and training practices.

The policy sets out the processes for child safe recruitment of staff and volunteers for any tasks that are identified as child-related roles. The policy also includes the induction process for new staff and volunteers, and further training that may be required at times for all staff, including volunteers. This is to make sure they continue to have the required skills to prevent risk of harm to children (any person under the age of 18 years old).

Who the policy is for

This policy is for staff undertaking recruitment of staff or volunteers for positions that align with child-related roles.
The child safe recruitment and induction processes set out in this policy must be applied to anyone we are considering for a position aligning with child-related contact at NICS.

This includes roles that involve any of the following:

- supervising children
- being alone with children or engaging with them in a way that is not observed or monitored
- taking part in activities with children away from the organisation's usual campus locations
- having access (online or paper based) to a child's or children's personal and/or confidential information
- Transporting children / youths from one location to another.
- having any other type of unmonitored contact with children.

Based on these examples the following positions are considered to align with the above:

- Trainers & Assessors
- Program / Activity Supervisors
- Admin / Student Support
- Recruitment involving work placements and apprenticeships

Processes for child safe recruitment for staff and volunteers

Employees

1. Include our commitment to child safety in our advertising

Our job advertisements include details about our organisation's commitment to being child safe, and how we comply with the National Child Safety standards. We let potential staff members know at the outset that we uphold children's rights and take implementation of the Child Safe Standards seriously, and that everyone who works with children (any person under the age of 18 years old) must have a cleared Working with Children Check.

2. Conduct a robust interview process for new employees

At NICS we conduct a robust interview process. This involves:

a. **Setting up an interview panel**: we decide who will take part in the selection process to help pre-assess the applicants and conduct the interviews

b. **Short-listing**: we pre-assess applicants' suitability to work with children and consider this when developing our short list of suitable candidates.

c. **Having the interview**: we decide on the questions we want to ask. For child-related roles, questions will generally focus on the applicants' experience working in previous child-related roles.

d. **Assessing candidates and making the final selection**: the panel discusses the interviews and makes notes on strengths and weaknesses to help them decide on the best candidate.

To Support the NICS recruitment team in documenting the above process, they will utalise the below documentation.

NICS_05_082 HR Child Safe Interview & Reference Form V1

3. Check references

Each candidate must provide the details of two (2) referees. At least one of the referees should be someone from a recent role. Referees should have been a supervisor, manager or colleague with applicant in a professional capacity.

Where the CEO (Chief Executive Officer) and/or GM (General Manager) identify it as appropriate based on individual circumstances, character references may be acceptable However, these should not be from family members or be given as much weight as professional references.
We ask each referee whether they see any issues with the applicant working with children.

4. Screen and verify applicant's Working with Children Check

All relevant staff of NICS have a legal obligation around working with children. It is against the law to engage anyone in child-related work without a Working with Children Check (WWCC). If a worker or volunteer requires a WWCC, there are actions the employer must take.

Working with children (blue card) procedure (QLD)

General information | Role of an employer with the Working with Children Check | Office of the Children's Guardian (NSW)

https://dhs.sa.gov.au/how-we-help/ngo-and-sector-support/child-safe-environment (SA)

The website provides advice on our website of what NICS and employers must do. These requirements are summarised below.

Register

NICS must keep an Organisation register identifying employers and volunteers registration numbers, contact details etc in a secure location, accessible for relevant personnel.

Identify roles

Organisations must decide who undertakes child-related work and needs a WWCC. They must also decide which roles are not child-related or fall under an exemption.

Verify

Organisations must verify WWCC numbers online for new workers or volunteers, depending on their status. New workers/volunteers that have a pre-existing WWCC: These can be verified using their current WWCC number.

Record keeping

There are record keeping requirements under the WWCC Act that should be followed.
Organisations need to keep records for each worker, including:

1. Full name
2. Date of birth
3. WWC number
4. Verification date
5. Verification outcome
6. Expiry date
7. Whether the worker is in paid or volunteer work.

You can use or adapt our record keeping resources for your organisation.

Monitor and act

WWCC must be renewed after 5 years and verifications must be updated.
As part of registering as an employer, organisations will nominate 2 people who are authorised to receive confidential information. These details must remain accurate so that the relevant organisations can contact NICS about any changes in someone's Check status.

People in charge of verifying WWCC numbers must make sure their own WWCC (if required) is verified online by an appropriate person in the organisation. Employers cannot self-verify.

We continue to monitor and act to:

- keep all workers and volunteers' WWCC details up to date
- remind employees to renew which they can do up to 3 months before their WWCC expires, and
- remove anyone whose WWCC status is barred, interim barred, whose WWCC cannot be found or has expired from child-related work. We can only employ people who have an application number or WWCC clearance in child-related work.

Undertake a broader national criminal history check or other checks for specific roles or circumstances

While a WWCC considers a person's suitability to work with children based on known prior history, NICS may also consider asking an employment applicant for a broader national criminal history check ('police check') to assess their suitability more generally.

Volunteer screening

This section refers to the screening of volunteers or third parties as identified by NICS. Before commencing, volunteer work or interacting directly with children (persons under the age of 18 years) with in NICS or as a representative of NICS must also have a cleared and verified Working with Children Check, unless they are exempted.

Where possible, NICS CEO / GM / HR Officer or delegate will conduct an informal interview with new volunteers, as part of our screening process. This should follow the general principles outlined above for employees.
If we are unable to conduct an interview, we ask volunteers to fill out a child safe questionnaire before they are permitted to work with children. This asks them to describe their beliefs and values in relation to working with children, and what they understand about NICS being a child safe organisation.

Volunteers should also provide at least one referee – ideally someone who has worked with them in a previous role (paid or unpaid). We check with the referee whether they have any issues with the person working with children.

What to do if our organisation is notified that someone is barred from working with children

NICS acknowledges It is an offence to allow a barred person to work with children and they must be removed from child-related work.
A person is barred from working with children if the relevant state department has determined that the person is a risk to working with children.
When the relevant state authority bars a person within NICS from working with children, they will contact the person registered as our 'contact person' when we initially registered as an employer in the WWCC system.
The purpose of the initial contact is to determine whether the worker is currently working within NICS, and whether they are working with children.

It is important that we respond to this request promptly and accurately.
If NICS confirms that the worker is working with children with our organisation, the relevant state department will issue a formal written notification advising NICS to remove the worker from working with children.
Once this has been received, NICS will take immediate action and respond accordingly in writing, confirming that the worker has been removed from working with children.
A record must be kept of all NICS actions, in our secure staff management portal.
This information will be treated confidentially and only the required personnel within NICS will be advised.

Child safe induction

At NICS we recognise that making sure a staff member or volunteer is safe and suitable for working with children is an ongoing process. Inductions for staff and volunteers include:

- an overview of all our child safe documents, including our Child Safe Code of Conduct (to be read and signed), the Child Safe Risk Management Plan and our Child Safe Reporting Policy, ensuring all new staff and volunteers are advised of their reporting obligations and how to identify and raise a child safety concern.
- a tour of our premises explaining any physical risks new recruits should be aware of (which are included in our Child Safe Risk Management Plan) and relevant behaviours on site as set out in our Code of Conduct.
- ensuring new recruits complete required child safe training
- and are required monitoring and supervision.

We support new recruits and volunteers with appropriate instruction and feedback when needed, including regular oversight as they become familiar with the new role.

Child safe training

NICS CEO / GM or delegate will ensure that all relevant persons undertake training, mentoring and guidance to ensure that they have the required knowledge and skills to train, work, guide and mentor children within their professional capabilities. NICS requires our staff to undertake training as identified as relevant for their role, this can be determined by the NICS personnel below:

- CEO (Chief Executive Officer)
- GM (General Manager)
- Accredited Mental Health Social Worker
- Head Trainer
- HR (Human Resource) Officer
- RTO Compliance Coordinator

Some training may be included as part of staff / Volunteer inductions, others may be conducted during allocated PD sessions within the various departments of NICS, based on availability and locations of said personnel.

Child Safe Code of Conduct review

Staff and volunteers are told when we are reviewing our child safe policies and encouraged to contribute to continuous improvements from working, training or supervising children at various locations.
When NICS Child Safe Code of Conduct is reviewed and updated, NICS will request staff and volunteers to re-read and sign. Signed copies will be kept securely on the staff profiles or with the HR Department.

Next review date

NICS will include a date when this policy will be reviewed and who is responsible for the review, noting that if there are any critical incidents the policy will be reviewed immediately.

(See below details in footer)

National Institute of Construction Skills

Document Version Control

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Authorship and Approval

Name	Position	Role	Action Date
Lauree Skene	RTO Compliance Coordinator	Reviewer	14/07/2026
Dayna Price	Accredited Mental Health Social Worker	Reviewer	14/07/2026

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Distribution List

Position	Name	Notes / Area
President	Chris Munday	All relevant Trainers & Assessors and Industry consultation / professionals Thid document may also be distributed to employers upon the student providing authorisation.
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RTO Compliance Coordinator	Lauree Skene	
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